

APPLICATION FOR SUPERINTENDENT

Send to: Jimmy Hughston, School Board Attorney
Black and Hughston P.C.
Superintendent Search
406 Avalon Avenue
Muscle Shoals, AL 35661

Phone: 256-389-2900
Fax: 256-389-2903
Web Site: www.tuscumbia.k12.al.us

I. PERSONAL INFORMATION

Prefix: _____ First: _____ Middle: _____ Last: _____

Previous Name: _____ Other names by which
you may be known: _____

Social Security Number: _____

Mailing Address: _____ Home Phone Number: _____

City: _____ Cell Number: _____

State: _____ Zip: _____

E-mail (personal): _____

II. PRESENT EMPLOYER INFORMATION

Present Employer: _____

Address: _____ Title of Position: _____

City: _____ Current Salary: \$ _____

State: _____ Zip: _____ Telephone Number: _____

Length of Time in Current Position: _____ Does your employer know of this application? _____

Amount of organization's annual budget for which you are responsible (if applicable): \$ _____

Reason for leaving this position: _____

Number of employees for whom you have responsibility: _____

How many employees report directly to you? _____

Do you hold an Alabama certificate in administration and supervision? YES NO

Do you hold a comparable certificate issued by another state? YES NO

Which state? _____

III. EMPLOYMENT HISTORY

Please list all **FULL TIME** experience both within and outside the field of education. List most recent employment first and continue in reverse chronological order. Use an attachment if necessary.

Dates of Service: _____ Position/Duties: _____
Organization: _____ Ending Salary: _____
Address: _____ Reason for Leaving: _____

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Have you ever been dismissed, suspended terminated or forced to resign from an employment?

YES NO

If yes, provide the date, name and address of the employer, and state reason for the action on a separate sheet.

Have you ever resigned or been given an opportunity to resign, withdraw an employment application, or not offered re-employment as a result of charges, disagreement or misunderstanding?

YES NO

If yes, provide the date, name and address of the employer, and a reasonably full statement of the basis and circumstances of the incident on a separate sheet.

IV. EDUCATIONAL AND PROFESSIONAL TRAINING (Use an attachment if necessary)

Dates Attended: _____ Program of Study: _____

Name of Institution: _____ Degree: _____

Address: _____

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Name of Institution: _____ Degree: _____

Address: _____

V. HONORS AND AWARDS

(Use an attachment if necessary) List scholarships, articles authored, books authored, honorary degrees, citations, special recognitions, workshops conducted, major addresses, etc.

VI. OUTSIDE INTERESTS AND HOBBIES (Use an attachment if necessary)

VII. COMMUNITY ACTIVITIES (Use an attachment if necessary)

VIII. MAJOR CAREER ACCOMPLISHMENTS AND PERSONAL ATTRIBUTES

List those that will help assure your success as the superintendent of this school system. (Use an attachment if necessary)

IX. EDUCATION PHILOSOPHY

Provide a short commentary describing your view of the elements of a successful school system. (Use an attachment if necessary)

X. REFERENCES

Please list the names of at least three individuals, including a recent employer or supervisor, a leader in your community (not necessarily connected with education), and an educator who does not reside in your community. Do not list a relative.

Name: _____ Position: _____

Present Address: _____ Telephone/E-mail: _____

Name: _____ Position: _____

Present Address: _____ Telephone/E-mail: _____

Name: _____ Position: _____

Present Address: _____ Telephone/E-mail: _____

XI. APPLICANT'S STATEMENT

Why do you want to come to this school system? (Use an attachment if necessary)

PLEASE READ CAREFULLY

Do you understand that because of the nature of the position for which you are applying, that the school system may require a background check, including a search of fingerprint, other criminal records and credit history?

YES NO

Do you agree and consent for such background search and investigation to be conducted and agree to hold the school system and Alabama Association of School Boards and all officials, representatives and employees of the foregoing harmless from all claims for libel, slander, invasion of privacy, intentional infliction of emotional distress and similar claims?

YES NO

Do you have any objections to your previous employers being contacted for reference purposes?

YES NO

If yes, please explain. _____

Have you ever been convicted of any crime, entered a plea of guilty or nolo contendere or any similar criminal or quasi-criminal determination or adjudications, other than minor traffic violations?

YES NO

If the answer is "yes" state the name and address of the court, the date of the alleged offense and allegation, a description of the charges and an explanation of the final action taken, including any fines, probation, imprisonment, first-offender adjudication or similar disposition.

Have you or any relative ever been employed by this school system in any capacity?
YES NO

Person(s) Employed	Dates of Employment	Position

I certify the foregoing statements are true and correct and authorize you to investigate all references listed and to secure additional information if necessary.

Signature _____

Date _____

Limit documents to 8.5"x11" only.